

# Question and Answer

## Homeless Investments

*2017 Request for Proposal*

	Program Area	Question	Answer
1	Homeless Investments	Does an agency need to submit separate project applications for the same service delivered in multiple locations?	Yes, but only if the service is facility-based, such as an emergency shelter, transitional housing program, or a hygiene center and does not share staff and/or budgets across multiple locations. If the service is not facility-based (such as outreach, diversion, or homelessness prevention), one project application may be submitted, indicating in the application that the services will be delivered in multiple locations.
2	Homeless Investments	Does the City require match funding (cash or in-kind)?	There is no requirement to have a minimum match; however, the City strongly encourages leveraged funding for projects as it is good fiscal practice.
3	Homeless Investments	When an agency applies with subcontractors, how should those partnership resources be reflected in the application(s)?	Please see Section C, Question 2 of the Agency Application regarding formal partnerships. If MOUs exist, they should be referenced but not included in the application.
4	Homeless Investments	If an agency is working with a population currently housed, such as through prevention services, that would not meet HUD's definition of literally homeless, is the agency eligible to apply?	Yes. Please see page 13 of the RFP Guidelines and Application Instructions, Section V-J.1 and Appendix D – Homeless Housing Project Models.
5	Homeless Investments	If an agency is not currently using HMIS [Homeless Management Information System], would the agency be required to?	Yes. Please see page 14 of the RFP Guidelines and Application Instructions, Section VII. All participants utilizing a funded service should be entered by the program into HMIS.
6	Homeless Investments	Related to Performance Pay, what if an agency misses a performance standard one quarter – how would it affect performance pay that quarter?	Performance Pay is linked only to the performance standard Exit Rate to Permanent Housing for programs providing Emergency Shelter (including enhanced Day Centers), Transitional Housing, Rapid Re-Housing, and Permanent Supportive Housing. The other

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			four performance standards are monitored but are not payment points. Please see page 7 of the RFP Guidelines and Application Instructions, Section V-B.
7	Homeless Investments	How is the 40% HMIS performance score for reviewing the RFP applications calculated?	HSD will pull the January 1, 2017 – June 30, 2017 HMIS data for existing housing projects (Emergency Shelter, Transitional Housing, Rapid Re-Housing, and Permanent Supportive Housing). Projects will be ranked, with points awarded for meeting each of the five minimum performance standards and additional points will be awarded for meeting target performance standards. The standards are listed in Appendix C – Memorandum of Understanding (MOU) – Implementation of Revised System Wide Performance Targets and Minimum Standards. Rankings will then be converted to points to account for the 40% of the application score.
8	Homeless Investments	What if an agency wanted to build more capacity to exit more clients to housing outside of the CEA [Coordinated Entry for All] community queue to avoid the bottlenecks that are happening? Specifically, how can an agency do this with Diversion, Prevention, and Rapid Re-Housing?	Agencies who provide housing, including Rapid Re-Housing, are required to list that housing with CEA and accept CEA referrals. Agencies who are delivering services such as diversion and homelessness prevention do not need to use the CEA queue and can work directly with landlords. Agencies providing case-management and housing navigation should ensure their clients are assessed for CEA as appropriate but can also work to find alternative housing placements and house their clients outside of CEA. All housing outcomes are entered into HMIS and will contribute to the programs exits to permanent housing performance.
9	Homeless Investments	Can agencies apply to have Permanent Supportive Housing projects that are located outside of the Seattle city limits?	A project can be physically located outside of Seattle city limits as long as it serves participants who experienced homelessness in the City of Seattle.
10	Homeless Investments	What is the time period that the HMIS data pull will cover?	January 1, 2017 – June 30, 2017. The data will not be pulled until August 1, 2017 to allow agencies time to ensure data is accurate and complete.

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11	Homeless Investments	If the project is a true collaboration and there is no primary or lead agency, does there need to be a lead agency for the RFP application, or can there be co-applicants?	One agency needs to apply as the lead agency in the application and will serve as the lead agency for contracting purposes.
12	Homeless Investments	How does scoring work for a prevention program that doesn't have data outcomes?	Non-housing projects such as Homelessness Prevention, Diversion, Hygiene Centers, Day Centers, and Outreach and Engagement projects will not have data scored for this RFP because performance standards and targets have not been previously defined for these projects. New minimum and target performance standards have been developed for these project types through this RFP and can be found in Appendix E – Minimum Performance Standards and Target Performance Standards. Data from these project types will be scored in future RFPs.
13	Homeless Investments	If an agency has a current contract with HSD, will the performance outcomes for the current contract be the same for a 2018 contract, if awarded?	This will vary based on the project type. Agencies can confirm 2018 HSD contract outcomes by reviewing the standards found in Appendix E – Minimum Performance Standards and Target Performance Standards.
14	Homeless Investments	If an employee at the agency works on multiple projects, does the agency need to account for the employee in separate invoices for all the projects the employee is tied to?	This will depend on the way the awarded agency's contracts are constructed.
15	Homeless Investments	How does a new applicant apply for this RFP? What if the agency has no past HMIS data?	A new applicant, like all applicants, should review all RFP materials. A new applicant might also engage with the Nonprofit Assistance Center (NAC) for technical assistance. More information is available on the Homeless Investments RFP application web page. After initial application review, an applicant without any HMIS data in Emergency

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			Services, Permanent Supportive Housing, Rapid Re-Housing, and Transitional Housing will be contacted by HSD to complete a supplemental application that will replace the 40% performance score.
16	Homeless Investments	Can an agency serving survivors of domestic violence apply for RFP funds?	Survivors of domestic violence are an eligible population for any project in this RFP and may receive services through a funded homeless project; however, a project specifically designed for survivors of domestic violence may be better served through other resources as projects funded through this fund source must serve persons experiencing homelessness for other reasons as well as domestic violence. Please see page 12 of the Guidelines and Application Instructions, Section V-J.
17	Homeless Investments	Is there one HSD contract for each awarded application? Or is there an opportunity to combine multiple awarded applications into one contract?	Because the performance standards vary by project type, and because of the difficulty tracking dollars by project type in a combined contract, HSD intends to maintain separate contracts for each project. An exception may be combining multiple same-type projects (such as multiple Emergency Shelters), as stated in Appendix F – Contracting Requirements, which was a recommendation that came out of a recent pilot project to “portfolio” multiple contracts.
18	Homeless Investments	The Transitional Housing project application states examples of populations for Transitional Housing, such as pregnant or parenting youth. Does this mean that only pregnant and parenting youth and young adults are eligible, or that any youth and young adults are eligible?	Please see pages 9-10 of Appendix D – Homeless Housing Project Models. The examples given are only illustrative and other populations are eligible to receive services, if they have specific barriers to attaining permanent housing.
19	Homeless Investments	If an agency currently has a blended project that includes serving people experiencing domestic violence, is this project eligible for funding?	Yes. Please see Question 16.

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20	Homeless Investments	Can a Diversion project include additional costs, such as administration and staffing costs, or is it limited to only flexible funding?	A Diversion project budget may include administration, staffing, direct assistance/flexible funds, and other costs needed to implement the project. Please see pages 3-4 of Appendix D – Homeless Housing Project Models for information about which project types diversion should be coupled with.
21	Homeless Investments	Can a Rapid Re-Housing project take referrals from outside the Seattle city limits?	The City of Seattle Homeless Investments RFP is intended to address homelessness within the City of Seattle. Because HSD is committed to a regional response to homelessness, HSD can accept referrals from outside Seattle city limits via Coordinated Entry for All.
22	Homeless Investments	How does an agency reflect staff being paid from multiple sources?	On the Proposed Personnel Detail Budget tab of the Proposed Project Budget, there are columns labeled “Other Fund Source” where applicants can list other funding sources.
23	Homeless Investments	Is there an option for agencies to be awarded or to accept less than the full funding requested?	Yes. Please see page 16 of the Guidelines and Application Instructions, Section VIII.
24	Homeless Investments	In Day Centers, does everyone who drops in for services need to be enrolled in HMIS?	Yes. HSD and King County DCHS are currently working on technology solutions to increase the capacity of day centers and other highly utilized programs to capture all service in HMIS.
25	Homeless Investments	Can caseloads enrolled through a current project be carried over into a project awarded funds for 2018?	Yes, as long as participants continue to meet eligibility requirements for services.
26	Homeless Investments	Will an applicant for Homelessness Prevention receive credit for meeting performance standards in 2017?	Homelessness Prevention performance in HMIS is not measured for this RFP as there were previously no established prevention performance standards. Performance Pay is not tied to Homelessness Prevention performance in 2018 contracts. Applicants should

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			speak to their ability to meet the newly defined performance standards in their application responses.
27	Homeless Investments	Are applications reviewed and scored by project? How does the Agency Application fit?	The Agency Application is combined with each agency's Project Application(s), budget, and other requested documents to create a unique application that is scored and rated with other applications requesting funding for the same project type.
28	Homeless Investments	On HSD's online submission system, is it possible to save an application and come back to it?	No. Applicants must complete all application submission information and uploads in one session. Applicants should download documents from the Homeless Investments RFP web page and save them to a computer to complete. Once applicants are ready to submit application materials, HSD's online submission system will accept the materials as attachments.
29	Homeless Investments	Will programs that show collaboration with subcontractors score higher in the rating process?	Section C of the Agency Application outlines the rating criteria for Partnerships and Collaboration questions including subcontracting agreements.
30	Homeless Investments	How are Drop-In Centers scored for this RFP, if some participants are not in HMIS?	Please see Question 12.
31	Homeless Investments	For this RFP, is it realistic for every participant in a Day Center to be enrolled in HMIS?	Please see Question 24.
32	Homeless Investments	What is the expected timeline for bringing Transitional Housing into CEA?	CEA expects to bring Transitional Housing for single adults online by the end of 2017; however, that is contingent on the current CEA redesign process.

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33	Homeless Investments	How long does an agency have to complete capital improvements, if they are awarded funds?	If an applicant receives capital funding through this RFP, the applicant must complete the capital improvements by the end of 2018, though an exception may be made on a case-by-case basis if there are environmental mitigation or construction specific considerations that prohibit completion in 2018.
34	Homeless Investments	Does an agency need to identify all referral partners in the application?	Please see page 11 of the Guidelines and Application Instructions, Section V-G. For example, an agency which has an MOU with a clinic for a nurse to be on-site once a week would be appropriate to include, whereas a list of agencies who refer participants for services or who an agency refers participants to would not be needed.
35	Homeless Investments	Can an agency designate funds in its project budget that will be passed on to other partner organizations that support that project?	Yes. Please see Question 11.
36	Homeless Investments	How does an agency account in its application for a project serving people from both inside and outside Seattle?	The City of Seattle Homeless Investments RFP is intended to address homelessness within the City of Seattle. Please reference the Project Application to describe the project's target population.
37	Homeless Investments	If an agency applies for both a day center and night shelter, how do they account for data collection? Does data need to be collected twice?	Eventual data collection will ultimately depend on the way a project is applied for, funded, and contracted. All services will need to be accounted for, but specifically how this is accomplished will be project specific.
38	Homeless Investments	If an agency has a Rapid Re-Housing project that is listed as three projects in HMIS, will the data be pulled for each project or a combination of all three projects?	Performance data will be pulled for all projects currently receiving any City of Seattle funding. Performance data for some projects may be combined for application scoring purposes, but this will be determined based on application.

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39	Homeless Investments	Regarding Emergency Services, will HMIS data be considered when applying for hygiene centers?	No. Within Emergency Services, only Emergency Shelter projects will have HMIS data considered.
40	Homeless Investments	What capital money is available for changes?	Eligible capital costs are outlined on page 6, section V-A of the Guidelines and Application Instructions, and described on the Capital Determination of Eligibility Application.
41	Homeless Investments	When do capital changes need to be completed?	Please see Question 33.
42	Homeless Investments	Can capital costs be used to convert Transitional Housing to anything besides Permanent Supportive Housing?	No. Please see Question 40.
43	Homeless Investments	Are supporting documents considered part of the 12-page limit?	No. Supporting documents requested in the RFP, such as the Board of Directors' Roster, do not count toward the 12-page limit.
44	Homeless Investments	Where can an agency find the City's definition of "enhanced shelter?"	Please see pages 6-9 of Appendix D – Homeless Housing Project Models.
45	Homeless Investments	How will HSD decide which HMIS data to pull? Our agency has multiple programs including programs for single adults and families. How should we indicate which program we are referring to?	Please see Question 38.
46	Homeless Investments	Some of our agency's clients cannot get into HUD housing because of substance abuse issues. How do you expect agencies to meet what our agency believes are unrealistic expectations for performance?	The majority of HUD funding in our continuum is awarded to Permanent Supportive Housing projects and is designed to provide housing to households with high barriers. Housing projects funded through this RFP will be required to adhere to housing first and low barrier principles to increase access to housing.



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47	Homeless Investments	Should an agency only include the portion of funds applicable to this project if a full-time employee only works part-time on the project?	Please see Question 22.
48	Homeless Investments	What is HSD's budget for homelessness? How much of the budget is in this RFP?	HSD currently has an approximately \$50M budget for homelessness services. Approximately \$30M is being competitively bid through this RFP.
49	Homeless Investments	Does the definition of literally homeless exclude couch surfing?	Yes, however some populations at imminent risk—such as some couch-surfing youth—may be eligible. Please reference page 12, section V-J, of the Guidelines and Application Instructions.
50	Homeless Investments	Our agency's HMIS data does not show what percentage of participants have domestic violence histories, so it appears the agency is not serving as many literally homeless participants as we actually are. How should the agency account for this?	Please reference page 3, question 7, of the Agency Application.
51	Homeless Investments	The application says that survivors of domestic violence are an eligible population for this RFP. Does serving this population advantage or disadvantage an application's compliance?	Please see Question 16.
52	Homeless Investments	Does HSD expect to award a certain amount of funds in each project, or a certain number of awards in each project area.	No, HSD is not estimating how much funding per project will be awarded, nor how many awards per project area will be awarded. Please see page 6, section V-A, of the Guidelines and Application Instructions for available funding by project type.
53	Homeless Investments	Applaud HSD addressing racial equity in this RFP. How much will HSD factor in an	HSD is not awarding "bonus points" in this RFP, however these factors are built-in each application's rating criteria. Applicants demonstrating experience and ability to address

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		agency's representation of people of color on Boards and staff? Will there be bonus points awarded?	racial equity and cultural competency in both the Agency Application and Project Application will score higher on these sections.
54	Homeless Investments	With Coordinated Entry for All required for Single Adults, will the community's ability to serve that population under proposed changes to the community queue be evaluated if they're not working?	HSD recognizes that CEA continues to evolve in a spirit of better serving the community's population of people experiencing homelessness. HSD commits to working with CEA partners and stakeholders to improve CEA effectiveness.
55	Homeless Investments	Some folks are staying longer at shelters because services and housing are being provided to people directly on the street. Will HSD consider this?	HSD is represented on All Home's System Performance Committee, which will continue to analyze exit rates to permanent housing and other trends. This is also being considered in the CEA redesign process, which HSD is committed to participating in.
56	Homeless Investments	How much is HSD going to use a racial equity lens in evaluating applications, particularly if mainstream agencies are easily able to provide answers to cultural competency and racial equity application questions?	Please see the rating criteria in the Agency Application and Project Applications.
57	Homeless Investments	The Guidelines say that HSD is particularly interested in encouraging partnerships. Would an agency be at a disadvantage because it has robust services in-house, and doesn't need to partner?	Please see Question 29. In addition, while agencies may have a full continuum of services in-house, partnerships can exist to connect participants to additional helpful resources or address specific cultural or population needs.
58	Homeless Investments	How does an agency know that the proposed models are strong and will apply	The models described in Appendix D – Homeless Housing Project Models – are based on best practices from across the country and were developed to align with HSD's

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		to different types of communities and their unique needs?	Pathways Home Initiative. HSD is also committed to engaging in on-going evaluation to ensure continuous model improvement.
59	Homeless Investments	Our agency works with many faith communities and depends on considerable amounts of in-kind donations and collaboration. How does our agency best reflect that in the application?	Descriptions of financial and in-kind support from partners can be listed on page 5, section C, of each Project Application and in budget documents. Agencies can also describe collaborations on pages 5-6, section C, of the Agency Application.
60	Homeless Investments	How should an agency apply for funding when current projects are a day center and an overnight shelter? Are these two separate projects in the RFP, or one combined project?	An agency could apply either for one combined project or two projects. Instructions are in the Project Application – Emergency Services. Also see Question 37.
61	Homeless Investments	Is the City switching to Rapid Re-Housing and de-funding Emergency Shelter?	No. Please see section V, page 6, of the Guidelines and Application Instructions for available funding per project area.
62	Homeless Investments	Is only up to \$3M being bid for Permanent Supportive Housing?	Yes. Please see section V, page 6, of the Guidelines and Application Instructions for available funding per project area.
63	Homeless Investments	Adding up the available funding for each project type listed in the RFP, the sum is \$41M, greater than the \$30M available overall. How will HSD make award decisions?	The “Up to” available funding described on page 6 of the Guidelines and Application Instructions, section V-A, allows HSD flexibility to make award decisions based on the strongest applications that create the best mix of services.

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64	Homeless Investments	Our agency admires this RFP's focus on housing, but how does an agency apply for funding for support services like employment to help people remain housed?	Agencies can request funding to provide support services and/or develop partnerships.
65	Homeless Investments	How does an agency access NAC for technical assistance?	Information is on the Homeless Investments RFP web page (bottom of the Application page). An agency can contact the Nonprofit Assistance Center (NAC) to schedule a technical assistance session. Scheduling well before the application due date is recommended.
66	Homeless Investments	Who are the people on the rating committees and interview committees?	Rating Committee panels consisting of a cross-section of City of Seattle staff, other public and private funders' staff, and people with lived homeless experience will review applications and make recommendations. The HSD Director will make the final award decisions and review appeals.
67	Homeless Investments	Would the rating panels include youth?	Young adults could potentially be on rating panels.
68	Homeless Investments	Is Performance Pay tied to each of the five system measures?	Please see Question 6.
69	Homeless Investments	Is HMIS performance assessed for Homelessness Prevention in the scoring for this RFP?	Please see Question 12.
70	Homeless Investments	Historically HSD has not always contracted on time and this has affected invoicing as well. Are there plans to address those in this RFP?	HSD is committed to executing contracts before the first invoice is due—contracts will be executed by January 30, 2018 with a contract start date of January 1, 2018.

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71	Homeless Investments	Are youth and young adults the only eligible populations for Transitional Housing, or are other populations eligible?	Please see Question 18.
72	Homeless Investments	If an agency wants to have one case manager working on three separate projects, how would the agency allocate that in the budget forms?	The agency would list the employee in each of the project budgets, indicating percentage of time worked with each project. Also, please see Question 14.
73	Homeless Investments	If a participant is already enrolled in a Permanent Supportive Housing project, and is receiving case management that is not meeting the participant's cultural needs, could a different agency request funds for culturally competent case management to better support that participant?	In this example, the participant is already receiving case management services and is already housed. If the agency were to be a formal partner—for example, be the subcontracted case management provider with the lead agency—that would remove the duplication of two case managers and allow the subcontracted agency to provide support.
74	Homeless Investments	Can an agency submit multiple applications?	There is no limit to the number of project applications an agency may submit.
75	Homeless Investments	If the agency's budget is not the same as HSD's fiscal year—for example, July-June—how should the agency submit its 2017 Agency Budget attachment? Should it be in the agency's current format or adjusted to match HSD's January-December fiscal year?	The agency may submit its Agency Budget for 2017, which is required for a completed application, in whatever fiscal year the agency operates on. Its Proposed Project Budget and Proposed Personnel Detail for each submitted project must be based on a January-December fiscal year.

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76	Homeless Investments	For Emergency Shelter, if an agency does not meet all of the system wide performance measures, will it affect the agency's funding?	No. Please see Question 6.
77	Homeless Investments	What is the timeline for meeting minimum standards? When will data be pulled?	Please see Question 10.
78	Homeless Investments	Is Housing Navigation a service that is only available to projects serving youth and young adults?	Yes, Housing Navigation services, which are not connected to a housing project, are only intended for youth and young adults in this RFP and are available through the Outreach and Engagement Project Application. Housing Navigation as a job function within a housing project is an eligible activity for all populations. Please see pages 4-6 of Appendix D – Homeless Housing Project Models for clarification. Agencies wishing to provide Outreach and Engagement services to other populations should check the 'street outreach' box on the Outreach and Engagement Project Application.
79	Homeless Investments	Does HSD expect to receive different kinds of outreach applications, for different kinds of populations? Is HSD open to funding different kinds of outreach, such as outreach to people living in cars, the Navigation Team, etc.?	The description of Outreach and Engagement listed on pages 4-6 of Appendix D – Homeless Housing Project Models, provides a guide to Outreach and Engagement projects, but does not detail each type of possible outreach eligible for funding. The examples listed in the question are projects that would be eligible for funding.
80	Homeless Investments	Based on HMIS data, our agency has not reached the minimum performance for Emergency Shelter exits to permanent housing. Can we show in our application our intention to impact/improve that number?	There are questions about data and performance in the applications where agencies can describe their intention to improve performance.

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81	Homeless Investments	Should our agency redefine case managers as housing navigators in our application?	The terms “housing case manager” and “housing navigator” are similar. For the Outreach and Engagement application of this RFP, Housing Navigator refers specifically to a type or service provided to Youth and Young Adults. See Question 78.
82	Homeless Investments	When pulling data from HMIS, is HSD only looking at City-funded outcomes?	HSD will look at data for all projects contracted by the City of Seattle, including projects supported by local and CoC as well as other federal funds.
83	Homeless Investments	Our agency focuses on providing food to people experiencing homelessness. How would an agency use case management to refer people to services?	Please review pages 4-6 of Appendix D – Homeless Housing Project Models, to see if Outreach and Engagement is a fit for the service your agency wants to propose.
84	Homeless Investments	How does an agency ensure it can address cultural competency and racial equity work outlined in the RFP if it cannot control the referrals received through Coordinated Entry for All?	Housing projects who receive referrals through Coordinated Entry for All should focus on providing cultural competent services and working toward racial equity goals with the households referred.
85	Homeless Investments	Our agency operates both basic and enhanced Emergency Shelter. HMIS shows better data for the enhanced shelter. Should this affect whether we combine projects into one application or keep them separate?	For Emergency Shelter projects that exist currently, the performance score for that application will only be based on its own program performance (i.e., data from the existing project). If an agency proposes a new shelter project, all the agency’s emergency shelter performance data will generate a combined performance score to use for the new project application.
86	Homeless Investments	Is there a definition of Homelessness Prevention in the RFP?	Please see Question 4.
87	Homeless Investments	If an agency applies for four Emergency Shelter projects, will it result in four separate contracts?	Please see Question 17.
88	Homeless Investments	Will each awarded project have its own contract?	Please see Question 17.

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89	Homeless Investments	How would an agency apply for case management services that are currently sometimes part of a Day Center, sometimes part of overnight Emergency Shelter, and sometimes neither?	Case management services that are not connected to housing projects are not included in this RFP. For ways to split case management across housing projects, please see Question 72.
90	Homeless Investments	Will there be another funding opportunity in HSD for general case management services that are not connected to housing?	HSD currently does not intend to release an additional homeless investment RFP for services funding that is not connected to housing projects.
91	Homeless Investments	There have not always been interviews in past HSD funding processes. Why did HSD choose to do interviews for this process?	HSD considers interviews a best practice. Particularly because most of the funds in this RFP have not been bid in more than 10 years, HSD wanted to ensure agencies could discuss their applications through an interview, in addition to submitting application materials.
92	Homeless Investments	What happens if an agency currently receives HSD funding for a project and that project does not get an award for 2018?	Our partner agencies were notified if their current contracts will be included in this RFP. Agencies should be considering overall projects and needs in this RFP and apply for what is needed to support those they serve with best practices. This competitive process gives agencies the ability to reconsider all programming. Current 2017 contracted programs in this RFP funding will end on Dec. 31, 2017.
93	Homeless Investments	What is the data source/citation of the chart on page 9 that shows exits to permanent housing by race? Does this chart include all project types?	2016 HMIS data for Emergency Shelter, Homelessness Prevention, Permanent Supportive Housing, Rapid Re-Housing, and Transitional Housing combined.
94	Homeless Investments	If the agency receives funding from City, County and other sources, will HSD review all data from HMIS? Will data be pulled by population type?	See Question 82. Also, data will be pulled by HMIS project name, not population type.
95	Homeless Investments	Why is HSD releasing these funds for competitive bid? What has changed?	Please see page 5, section IV, of the Guidelines and Application Instructions.



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96	Homeless Investments	Can a new agency apply for funds in this RFP?	Yes, if it meets the eligibility requirements outlined on page 14, section VI, of the Guidelines and Application Instructions.
97	Homeless Investments	What if the new agency does not have HMIS data?	Please see Question 15.
98	Homeless Investments	Are there any disqualifying factors to apply for this RFP?	The agency must meet the eligibility requirements outlined on page 14, section VI, of the Guidelines and Application Instructions. Housing projects must also meet at least one of the five system performance minimum standards outlined in Pathways Home and in Appendix C - Memorandum of Understanding (MOU) – Implementation of Revised System Wide Performance Targets and Minimum Standards.
99	Homeless Investments	How were the performance measures decided?	HSD developed the system-wide performance standards with All Home, King County, and United Way of King County in consultation with Focus Strategies. Performance Standards were based on performance metrics developed by HUD to be considered a high-performing community and what modeling demonstrated was necessary to impact homelessness in our community.
100	Homeless Investments	If a daytime Emergency Shelter and overnight Emergency Shelter could operate as a combined project, but need to serve different numbers of people during the day and at night because of building/space capacity restrictions, should the agency apply as one or two projects?	The agency could apply either as one project or two. If applying as one project, the agency should indicate in the application the reason for the difference in how many people are served during the day and evening.
101	Homeless Investments	Is the 12-page limit per project?	Yes.
102	Homeless Investments	What is the definition of “Engagement?”	Please reference pages 4-6 of Appendix D – Homeless Housing Project Models.
103	Homeless Investments	Is it allowable to hire a new position with funds awarded through this RFP?	Yes.

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104	Homeless Investments	If the agency's 2016 990 form is not completed, is it acceptable to submit a 2015 form?	Yes, however these financial documents should not be submitted with your application. Please reference page 18, section X-A, of the Guidelines and Application Instructions.
105	Homeless Investments	If an agency is a new applicant for Rapid Re-Housing, is there guidance about how much funding to request per family?	Agencies could consider national best practice guidelines for Rapid Re-Housing and apply for what is needed for the funding amount per family that this program model needs to be successful.
106	Homeless Investments	Are applications submitted through this RFP public records?	Yes. Proposals would be available through a public disclosure request.
107	Homeless Investments	Is HSD's intention to only fund mainstream organizations for Rapid Re-Housing in this RFP?	No. HSD intends to fund organizations who successfully address the performance, racial equity, and other goals outlined in this RFP. For Rapid Re-Housing specifically, agencies should demonstrate a commitment to Rapid Re-Housing model fidelity.
108	Homeless Investments	Are there age restrictions for projects to be eligible for funding? For example, could a youth and young adult project serve people up to age 29?	A project may have a target population of youth and young adults and still serve people over age 24. Likewise, a single adults project or families project could serve people who are young adults 18-24 years old.
109	Homeless Investments	Our agency has a case management project that supports recently housed individuals who have transitioned off of the streets. The project does not provide rental assistance or other financial assistance. Is this project eligible for funding?	No. Case management or other services which are not directly tied to housing projects are not eligible for funding under this RFP.
110	Homeless Investments	Permanent Housing with Supports is a project type listed in the recent King Co NOFA. Is this a project type HSD intends to fund through Permanent Supportive Housing, or is it not a priority for this RFP?	HSD has not historically funded Permanent Housing with Supports and that project type is not available in this RFP.

# Question and Answer

## Homeless Investments

### *2017 Request for Proposal*

	<b>Program Area</b>	<b>Question</b>	<b>Answer</b>
111	Homeless Investments	How can an agency ask questions if unable to attend one of the three information sessions?	Please reference page 4, section II, of the Guidelines and Application Instructions. Questions and responses will be posted on the Homeless Investments RFP application webpage, along with the Power Point presentation and sign in sheets from the Information Sessions.
112	Homeless Investments	Will HMIS data for all of an agency's homeless programs be reviewed or just the programs that are applying for funds?	Please see Questions 38 and 82.
113	Homeless Investments	Our agency plans to convert a Transitional Housing project to a Permanent Supportive Housing project. We are unsure of the timeline to complete the conversion. What kinds of capital improvements could we apply for, if any?	Please see Questions 33 and 40.
114	Homeless Investments	I have written a thesis proposing how to provide inexpensive shelter that gives people a sense of refuge, pride and ownership, while at the same time presenting inexpensive and sustainable design solutions. Would my thesis project qualify for the RFP, since I am not an agency (as the application requires)? Is there another way to share my thesis with others at the City of Seattle?	An applicant that does not meet the eligibility requirements outlined on page 14, section VI, of the Guidelines and Application Instructions is not eligible to apply. Once the Homeless Investments RFP is closed and awards have been announced, HSD would welcome the opportunity to hear your ideas about shelter options through a discussion with one of our staff.

# Question and Answer

## Homeless Investments

### *2017 Request for Proposal*

	Program Area	Question	Answer
115	Homeless Investments	What is the difference between 2017 funding per project area and 2018 funding per project area?	Page 6, section V-A, of the Guidelines and Application Instructions lists the available funding expected by project area for 2018 HSD contracts. There are no definitive funding increases or reductions in any project areas from 2017; however, 2018 funding per project area will be determined by the application review and rating process.
116	Homeless Investments	Our agency's approval cycle is coming to an end and we are in the middle of applying for our 2018 rate, which will be higher than our 2017 rate. Is our 2018 application acceptable as "Proof of Indirect Rate" per page 17 of the RFP?	The agency would submit its 2018 application for a federally approved indirect rate to HSD as Proof of Indirect Rate.
117	Homeless Investments	What exactly will the scoring be?	Please see Question 7.
118	Homeless Investments	The Seattle-KC Outcomes Report measures "Households active during the report period that are homeless," which is presumably the "entries from homelessness" measure. It is calculated in such a way that people who spend the prior night in an institution, or who have newly become homeless, will be counted against this measure. Will you be using this same methodology? It has a disparate impact on single adult programs serving people with higher barriers to housing, such as those who are cycling through unstable situations (e.g. jail, hospital, etc).	Bitfocus recently updated the HMIS Program Outcomes Report logic as follows: "Households entering from homelessness are now counted as homeless even if coming from an institution -- so long as the institution stay was less than 90 days and they were homeless immediately prior." See also the Seattle-KC Outcomes Report Reference Tool on the Forms & Guides page of <a href="#">King County's Bitfocus website</a> .

# Question and Answer

## Homeless Investments

### 2017 Request for Proposal

	Program Area	Question	Answer
119	Homeless Investments	Can you clarify the performance penalties on page 7 of the RFP? The first bullet says that 3% will be awarded for achieving the minimum performance standard and the second bullet says that 3% will not be awarded for not meeting the standard. Does this mean that 24% of funding is at risk (3% per quarter/12% per year)?	No. Only 12% of an award will be based on performance pay. The second bullet point on page 7, section V-B, of the Guidelines and Application Instructions begins with "Conversely;" both bullets refer to the same 3% per quarter/12% per year. See also Question 6.
120	Homeless Investments	Should agencies apply for funding anticipating their contracts will not be renewed if programs do not meet performance targets?	Please see Page 3, Section I, of the Guidelines and Application Instructions. Agencies who do not meet minimum performance standards will receive technical support with a goal to improve performance, prior to any discontinuation of funding.
121	Homeless Investments	The RFP states "Direct data entry is required in all cases, except for agencies with prior written approval to do data integration from our HMIS Administrator King County and with approval of the City of Seattle." What constitutes acceptable written approval? What we will include in our application will vary depending on data entry method, what is the likelihood of the City of Seattle <b>not</b> approving an agency that currently has approval to do data integration?	If an agency has written approval for data integration from the Seattle/King County HMIS administrator prior to the release of this RFP, no additional approvals are needed. HSD will honor all data integration agreements.
122	Homeless Investments	How will the City of Seattle's current Housing Levy funds be re-bid in the Homeless Investments RFP? Will	All Seattle Housing Levy funds allocated to HSD in 2017 for Homelessness Prevention and Rapid Re-Housing projects will be allocated through this RFP process.

# Question and Answer

## Homeless Investments

### *2017 Request for Proposal*

	Program Area	Question	Answer
		additional funds be available outside of the RFP for these services?	
123	Homeless Investments	When is the last date providers can submit questions about the RFP? Once the deadline has passed, can the City engage with agencies about the RFP?	August 1, 2017 by 4:00pm is the last date to submit questions. Please see page 4, section II of the Guidelines and Application Instructions. Once the deadline has passed, the City can no longer discuss RFP details with potential applicants.
124	Homeless Investments	Our agency's HMIS inventory is a bit tricky; if you pulled all of our projects, there would be significant duplication. Does it make sense to combine any projects in the data pull?	Please see Question 38.
125	Homeless Investments	Our agency is currently contracted with HSD to provide both Tenant Services and Rapid Re-Housing through separate projects/contracts. Is there a space in this RFP to propose a collaboration that involves legal advocacy and Rapid Re-Housing?	Please see Question 64.
126	Homeless Investments	Can you share more about what capital funding can be used for?	Please see Question 40.
127	Homeless Investments	Do eligible populations need to be 100% literally homeless? For example, what about people exiting from incarceration?	Please see Questions 49 and 118.
128	Homeless Investments	What HMIS performance data is being looked at?	Please see Question 7.

# Question and Answer

## Homeless Investments

### *2017 Request for Proposal*

	Program Area	Question	Answer
129	Homeless Investments	What happens if an agency does not have performance data for the entire period of January – June 2017? For example, if a project started in March?	Any HMIS data available for January-June 2017 will be used.
130	Homeless Investments	What is the difference between what data is being looked at as review for this RFP and what data is being looked at for performance pay?	HMIS performance data for RFP – see Question 7. HMIS performance data for performance pay – see Question 6.
131	Homeless Investments	In terms of Emergency Shelter, will agencies be using external fills or Coordinated Entry for All referrals?	Coordinated Entry for All (CEA) will no longer include Emergency Shelter in the CEA system. HSD will require funded agencies to follow whatever system decisions are made regarding shelter fills. See also pages 6-8 of Appendix D – Homeless Housing Project Models.
132	Homeless Investments	Is funding for encampments included in Emergency Services?	No, encampment funding is not included in this RFP.
133	Homeless Investments	Does the 12-page limit include attachments?	Please see Question 43.
134	Homeless Investments	Is a doubled-up situation considered homeless?	Please see Question 49.
135	Homeless Investments	How do the five performance measures interact with prevention?	Please see Questions 12 and 26.
136	Homeless Investments	Our agency serves youth ages 16-18. Do they have the same performance outcomes?	Appendix E – Minimum Performance and Target Performance Standards indicates where performance standards are divided by population type.
137	Homeless Investments	Will diversion be scored in HMIS for this RFP?	Please see Question 12.
138	Homeless Investments	Can one diversion project be tied to multiple locations, for example, multiple shelters?	Yes.

# Question and Answer

## Homeless Investments

### *2017 Request for Proposal*

	Program Area	Question	Answer
139	Homeless Investments	Is HSD funding just day centers on their own, and day centers that are connected to shelters?	Please see Question 60.
140	Homeless Investments	Should an agency submit separate applications for day centers and shelters, or one application?	Please see Question 60.
141	Homeless Investments	Our agency is not located in Seattle but serves residents of Seattle. Can we apply?	Please see Questions 9, 21 and 36.
142	Homeless Investments	Our agency provides services directly and partners as an outreach provider with a housing program. Can our agency apply as our own project and also as a partner with another project?	Yes.
143	Homeless Investments	If an agency has some facilities in Seattle but not all, who are we eligible to serve?	Please see Questions 9, 21 and 36.
144	Homeless Investments	Who is on the rating committees?	Please see Question 66.
145	Homeless Investments	Can our agency apply for education services that help people so they don't become homeless again?	Please see Question 64.
146	Homeless Investments	The RFP says CDBG funds can be used for capital. Can they also be used for other CDBG eligible expenses like a one-shot event such as a street fair where an agency can hand out information, or other activities that are not housing?	CDBG funds in this RFP are available for eligible capital expenses and non-capital expenses. Expenses related to a street fair or other event would need to serve people who meet the definition of homelessness outlined on page 12, section V-J, of the Guidelines and Application Instructions.
147	Homeless Investments	Our agency has a day and hygiene center and an emergency shelter. Should we	Please see Questions 37 and 60.



# Question and Answer

## Homeless Investments

### 2017 Request for Proposal

	Program Area	Question	Answer
		consider combining them for one application?	
148	Homeless Investments	Can our agency use CDBG funds to renovate an existing facility?	Please see Question 40.
149	Homeless Investments	Can our agency use CDBG funds to renovate a home for homeless young people?	Please see Question 40.
150	Homeless Investments	Is there a cap on indirect rates? Will HSD accept an indirect rate from a cognizant agency?	The cap on indirect rates is 15%. Yes, approved indirect rates from a cognizant agency will be accepted. Agency must provide a copy of the approved rate.
151	Homeless Investments	Is there a County-wide version of this RFP?	King County Housing and Community Development releases its own funding processes, as does United Way of King County and other organizations serving King County.
152	Homeless Investments	Our agency has a project and we are not sure if it is a fit for this RFP or which project area it would fit into. Are we able to get guidance?	Please review Appendix D – Homeless Housing Project Models. Agencies who also meet criteria for technical assistance through the Nonprofit Assistance Center may also include this as a technical assistance inquiry.
153	Homeless Investments	Will HSD possibly still fund basic shelter?	HSD will consider the applications that are submitted and reserves the right to award funding for enhanced Emergency Shelter, basic Emergency Shelter, or any combination.
154	Homeless Investments	Can you provide additional clarity on how budgets should be created, especially if projects are at different locations? In the Agency Application, what budgets should be included in order for it to be a complete submission. (i.e. The Agency's overall annual operating budget, just the programs applied for budgets, etc.?)	Page 17, section X, outlines the documents required for a completed application. A Proposed Project Budget and Proposed Personnel Detail is required for each Project Application. The Agency Budget for 2017 is not related to any particular project; it is the Agency's overall operating budget.
155	Homeless Investments	Is the application upload portal different from previous HSD RFP application processes?	No, the application portal has not changed in 2017.

# Question and Answer

## Homeless Investments

*2017 Request for Proposal*

	Program Area	Question	Answer
156	Homeless Investments	Will each HMIS project be ranked, or will you consolidate Project Areas by agency? Put another way, will each PSH project be ranked separately, or will all an agency's PSH projects be rolled into one and the ranking will be "agency x PSH", "agency y RRH" etc.?	Please see Questions 38 and 82.
157	Homeless Investments	If you are ranking by HMIS project - how will you account for projects which are split for administrative reporting purposes? Some agencies have projects which are split into two, and will need to be combined to get the actual project's performance. How will you know which need combining?	Please see Questions 38 and 82.
158	Homeless Investments	Is the city only funding Housing Navigators for Youth and Young Adults? Could a single adult program apply for Housing Navigators?	Please see Questions 78 and 81.
159	Homeless Investments	If our agency submits two applications, one for an overnight shelter and one for a day center, and the two projects combined provide enhanced hours and services, are both of the projects considered enhanced? Would the day center (in this situation) count as an enhanced day shelter because clients of the day center have the option to access the overnight shelter?	Each project needs to demonstrate that it meets the criteria for being an “enhanced” project. Please see the Emergency Services Project Application and pages 6-8 of Appendix D – Homeless housing Project Models. See also Question 60.

# Question and Answer

## Homeless Investments

*2017 Request for Proposal*

	Program Area	Question	Answer
160	Homeless Investments	The timeline for the RFP and the McKinney funding does not line up. Should we apply for the RFP based on anticipated McKinney funding or should we apply for the ideal project and amend our McKinney project based on our HSD award?	Agencies should apply for their desired project through the RFP. HSD will work with agencies to align with McKinney projects through the contracting process when applicable.
161	Homeless Investments	In the Diversion application, the rating criteria describes the definition of homelessness being used for this RFP. However, the definition of homeless for diversion has generally not included “temporarily staying with friends or family” unless it is a Youth/Young Adult becoming homeless within 14 days. It also typically has included those staying in shelters to get into housing. Can you please clarify if this is changing in our CoC, or if these definitions are different for this funding than the CoC’s definitions?	This definition is consistent with the definition used by the CoC based on the All Home Diversion guidelines. The designation of staying with family and friends is inclusive of the YYA providers definition of homelessness allowing YYA to access diversion funds. Under certain funding streams within the CoC, persons already in shelter are eligible to access some diversion programs. For City of Seattle funded diversion, once someone has had an intake at a shelter or other housing program, they are no longer eligible for diversion services. Flexible client assistance within a shelter program budget should be used for those participants to exit them quickly into permanent housing. Someone who is living unsheltered who only accesses a day center (such as for hygiene or a meal) would continue to be eligible for diversion services. The goal of diversion is to exit someone to housing without them coming into shelter and having a housing assessment.
162	Homeless Investments	Question 122 on the Q&A says that “All Seattle Housing Levy funds allocated to HSD in 2017 for Homelessness Prevention and Rapid Re-Housing projects will be allocated through this process”. Can you confirm that funding for the 1995 Housing	Funding from the 1995 Housing Levy Operating and Maintenance Trust Fund Subsidy Agreement is not included in this RFP process. Those funds are administered by the Office of Housing, not HSD.

# Question and Answer

## Homeless Investments

*2017 Request for Proposal*

	Program Area	Question	Answer
		Levy Operating and Maintenance Trust Fund Subsidy Agreement, disbursed to transitional housing programs, are not part of this RFP process?	
163	Homeless Investments	Appendix D for Diversion states that eligible households “have not yet accessed homeless services.” Can you please provide guidance on how you define “accessing homeless services”? For instance, if an individual seeks emergency shelter for an evening and is identified as a strong candidate for the Diversion program, would staying in the emergency shelter that night disqualify them from receiving Diversion services? Would accessing a meal at a day center count as “accessing homeless services”?	Please see Question 161.
164	Homeless Investments	Is rent an eligible use of funds for Diversion?	<b>One-time</b> rent and deposit assistance would be an eligible use of Diversion funds.
165	Homeless Investments	In reviewing the RFP our agency noted that the performance minimum standards indicate that the City’s RRH program should be 6 months for length of stay, vs. 12 months for our agency’s current RRH program. How should we address this?	The performance standards for Rapid Re-Housing through this RFP are 180 days. Please see Appendix E – Minimum Performance Standards and Target Performance Standards. Projects should use a progressive engagement approach to services. HSD will work with agencies to align performance standards with other HSD-funded projects through the contracting process when applicable.

# Question and Answer

## Homeless Investments

### 2017 Request for Proposal

	Program Area	Question	Answer
166	Homeless Investments	In the Project Application for Emergency Services, the Racial Equity Goals question references Section V.B of the Guidelines; however, the racial equity goals are described at length in Section V.C of the guidelines. Can you confirm whether this is a typo?	Yes, this is a typo. Addressing Racial Equity and Social Justice Goals is found in Section V-C of the Guidelines and Application Instructions.
167	Homeless Investments	In the Project Applications under “Project Overview and Population”, the City refers to “People living with disabling health conditions”. Can you please define ‘disabling health conditions’? Our agency’s programs are designed to be able to serve some people with disabilities (those in wheelchairs, someone with a chronic health condition like diabetes), but would not be equipped to serve people who aren’t able to independently take care of their own basic needs (eating, dressing, using the restroom, etc.).	HSD uses the HUD definition of homeless individual with a disability. You can find that definition <a href="#">here</a> (page 5).
168	Homeless Investments	Can organizations apply for more than one population in one application?	Yes, agencies can apply for more than one population in one application if the outcomes for those populations are the same. Additional applications would be required if outcomes for populations are different. See Appendix E – Minimum Performance Standards and Target Performance Standards.
169	Homeless Investments	If our agency has a federally approved indirect rate that exceeds 15%, can we use that rate or is it capped at 15%? If so,	Although HSD’s reimbursement is capped at 15%, agencies should list their actual federally approved indirect rate in box 6 even if it exceeds 15%. When completing the application budgets, agencies should use 15%. Please also, see Question 150.

# Question and Answer

## Homeless Investments

### *2017 Request for Proposal*

	Program Area	Question	Answer
		how should that be reflected in box 6? If not, what is the purpose of calling it out on the form?	
170	Homeless Investments	On the Project Application – Transitional Housing, under A.1., the question reads, "Provide a general description of your permanent supportive housing project." Our agency does not operate PSH now, though we do have an existing TH program for which we will be requesting funding. Should we respond to this question as though it were asking for a description of our transitional housing program and facilities?	This is a typo. The sentence should read "Provide a general description of your transitional housing project."
171	Homeless Investments	Is it possible to request that HSD pull a specific list of HMIS programs in order to achieve an unduplicated data pull for our agency's PSH programs? We have a number of programs, including Services Only programs that are layered on top of our PSH.	No, HSD cannot accept specific requests for HMIS data pulls. Please also see Questions 38 and 82.
172	Homeless Investments	What are the City border limits for agencies to apply/submit a RFP? Our address has a Seattle address and 98178 zip code. Can we submit an RFP?	Please see Questions 9 and 21.

# Question and Answer

## Homeless Investments

### *2017 Request for Proposal*

	Program Area	Question	Answer
173	Homeless Investments	This RFP is for contracts to potentially renew through 2020. If we have a project which will come online in 2019, can we apply in this RFP?	No, funding awarded through this RFP must be used for a project that begins some level of program operations January 1, 2018.
174	Homeless Investments	The budget spreadsheet includes a line item for "4210 - Education Expense." Is this line item meant for education services for clients, for staff education and training, or both?	4210 - Education Expense is intended for employee education expenses. For participant education services, use 4290 – Other Miscellaneous Expenses.
175	Homeless Investments	Will the city be accepting applications through the HSD RFP for safe lot RV parking lot programs?	People living in vehicles are considered unsheltered and can be served by Outreach and Engagement projects. Please review pages 4-6 of Appendix D – Homeless Housing Project Models to see if a specific project is eligible. Safe Lots themselves are not an eligible project model in this RFP.
176	Homeless Investments	We provide outreach and engagement to folks on the streets while they are homeless; we then connect them with a HUD-funded permanent housing voucher, and after that provide case management services to ensure housing stability. We usually transition people to case management at traditional case management service agencies as quickly as possible. However, it can be months before this occurs. We don't provide the housing or administer the housing voucher but we do partner with Shelter	The services described in this question seem to have components of different models. Please review Appendix D – Homeless Housing Project Models to determine best fit. Also see Question 152.

# Question and Answer

## Homeless Investments

*2017 Request for Proposal*

	Program Area	Question	Answer
		Plus Care (the HUD-funded voucher program our clients use) to leverage 35 PSH units at a time. We provide supportive case management after they are permanently housed. What type of project category do we fit in?	
177	Homeless Investments	The Emergency Services application states that Day Centers “provide daytime supports <i>without access to</i> shelter beds/sleeping quarters”, while Day Shelters “provide daytime supports <i>with access to</i> shelter beds/sleeping quarters”. Can you define “access to” in this situation? Would a program that connects participants with overnight shelter at another site count as having “access to shelter beds”, and therefore be a “Day Shelter”?	“Access to shelter beds/sleeping quarters” in the Emergency Services Project Application means that the beds/sleeping quarters are on-site at the project, giving participants the ability to sleep during daytime hours. A day center that connects participants to overnight shelter but does not provide daytime shelter beds/sleeping quarters would not be considered a Day Shelter in this RFP.
178	Homeless Investments	I work with a Coalition group and we are applying to the RFP as a Coalition with the intention for strategic partnership and mutual support of our clients. Our question is can the funding go to two different organizations directly, in two separate contracts? We know that as a Coalition we will do better for our clients and want to partner but we have two	Each contract may only have one lead agency – see also Questions 11 and 35. If two agencies of a coalition need to be funded directly by HSD, each agency could apply for its own project, and agree to collaborate as coalition partners.



# Question and Answer

## Homeless Investments

### 2017 Request for Proposal

	Program Area	Question	Answer
		agencies who need to receive the funding directly.	
179	Homeless Investments	We operate a drop-in Day Center, and are not certain whether to apply for enhanced or basic (we provide day shelter, including resting, showers, meals, other services, including bringing on a housing navigator in two weeks.) Also, we don't currently do HMIS for our day center, so how would that impact outputs/outcomes information? We do have an 8-bed transitional house, which we submit HMIS data on, but it is not listed as part of CEA at this point. Would we want to do a separate application for that program, including becoming part of CEA, or is it too small to be considered for funding?	<p>For applying for basic or enhanced day shelter, see Question 60.</p> <p>For Day Center HMIS requirements, see Questions 12 and 24.</p> <p>For Transitional Housing, a separate Project Application – Transitional Housing would be used. Any funded Transitional Housing project would be expected to be a part of CEA. Please reference page 9 of Appendix D – Homeless Housing Project Models for more information.</p>
180	Homeless Investments	I reviewed the power point for information sessions that I was unable to attend about the up and coming RFP for homelessness investments. Is it necessary for me to craft a question in order to be considered for the RFP process?	No, it is not necessary to submit a question to be considered for this RFP.
181	Homeless Investments	On the, "Proposed Personnel Detail Budget" tab of the Proposed Project	The budget document and both tabs are now unlocked at the RFP website. Please add formulas to any new rows as needed to ensure budget accuracy.

# Question and Answer

## Homeless Investments

*2017 Request for Proposal*

	Program Area	Question	Answer
		Budget spread sheet, there are six lines for staff. Our agency's programs have more than six positions. In the past, we have added a line to compensate. However, this is a locked spreadsheet. Are you able to send an unlocked version so we may add the lines needed?	
182	Homeless Investments	The Budget Personnel Tab is locked, and we need to add additional rows for staff. Can you email a new budget sheet with 20 rows for staff, or unlock the document?	Please see Question 181.
183	Homeless Investments	We also need the Budget Tab to be unlocked since there are only 4 rows for each footnoted section (i.e. other funding sources, professional services, etc).	Please see Question 181.
184	Homeless Investments	Regarding the eligibility requirements, can you explain the last bullet "if the applicant is a public corporation, commission, other legal entity or authority established pursuant to RCW 35.21.660 or RCW 35.21.730?" Or elaborate on how a for-profit/LLC having an MOU with a nonprofit would meet the eligibility requirements?	An LLC is a private organization and not able to apply. An LLC can partner with a non-profit. The non-profit would apply as the primary applicant/fiscal agent and then have an MOU or written agreement in place with the LLC.

# Question and Answer

## Homeless Investments

### *2017 Request for Proposal*

	Program Area	Question	Answer
185	Homeless Investments	When HSD says it will include a review of data for projects funded by the City of Seattle, does that mean it will also include projects not currently funded by the City as well? Can you provide more clarity on a “new” applicant?	In addition to reviewing data for existing City of Seattle funded projects, HSD may also review data for any existing project in HMIS that is new to a Seattle funding process. Please see Appendix C – Memorandum of Understanding. An applicant without any data in HMIS would be contacted to complete a supplemental application. See Questions 7, 15, 38 and 82.